FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT

<u>Privacy Act Statement</u>

AUTHORITY:	EO 9397, November 1943 *(SSN)*.
PRINCIPAL PURPOSE*(S)*	To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.
ROUTINE USE *(S)*:	The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.
DISCLOSURE:	Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose of use of the requested information.

SECTION I – INDIVIDUAL REQUEST *(Type of print in ink)*

1. NAME *(Last, First, Middle Initial)*	2. COURSE NUMBER
3. COURSE TITLE	4. COURSE LEVEL *(Entry, Intermediate, Senior, etc.)*

5. STATEMENT

I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.

6. SIGNATURE	7. DATE SIGNED *(YYMMDD)*	8. SOCIAL SECURITY NUMBER	
9. TITLE		10. SERIES	11. GRADE/RANK

12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL *(Entry, Intermediate, Senior, etc.)*	15. DATE ENTERED CURRENT LEVEL *(YYMMDD)*

SECTION II – SUPERVISOR'S RECOMMENDATION

16. **CONCURRENCE/NONCONCURRENCE** *(X one)*

a. CONCUR – INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		b. DO NOT CONCUR *(Return request to individual)*
17. SUPERVISOR SIGNATURE		18. DATE SIGNED *(YYMMDD)*
19. DUTY TITLE	20. OFFICE SYMBOL	21. LOCATION

SECTION III - DISPOSITION

22. APPROVAL/DISAPPROVAL **(X one)**

a. APPROVED		b. DISAPPROVED
23. SIGNATURE OF APPROVING OFFICIAL		24. DATE SIGNED *YYMMDD)*
25. DUTY TITLE	26. OFFICE SYMBOL	27. LOCATION

DD FORM 2518, SEP 88 (EF)   **PREVIOUS EDITIONS ARE OBSOLETE.**

General Guidance

1.   Review part 2, chapter II, paragraph 8 before applying for fulfillment of a mandatory course.

2.   Obtain a DD 2518 and the applicable self-assessment forms from the training coordinator at any HRO, any BUPERS Officers Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.

3.   Complete the DD 2518 and self-assessment from and forward to the immediate supervisor.

4.   The supervisor shall review to determine whether the member demonstrates that he or she meets the competencies sufficiently to forego attendance at the course. The supervisor shall concur or nonconcur in block 16 of the DD 2518 and forward the entire package to the second level supervisor or a flag or general officer or a member of the SES, whichever is lower, for approval or disapproval. (Note: first level supervisors who are flag or general officers or a member of the SES may sign as the approving official in block 23.)

5.   After approval or disapproval the entire package shall be returned to the member. If approved, the member shall document the fulfillment in accordance with the procedures described in part 2, chapter II, paragraph 8e. (Note: the Navy military, Marine Corps military and DON civilian personnel data systems each has a unique course coding system. Therefore, DAU course codes must be converted to the applicable DON-unique codes. Instructions for completing and processing the DD 2518 may be obtained from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.)

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

CON 100 – SHAPING SMART BUSINESS ARRANGEMENTS

CON 100	Competency	Yes	No	Work Description/Justification
1	Describe the similarities between the private and public sector acquisitions.			
2	Explain the differences between the private and public sector acquisition due to unique Government requirements.			
3	Describe the significance of the role of contracting in conducting the business of DoD.			
4	Recognize the changing world, national events, technological improvements and Congressional actions that influence changes in the acquisition environment.			
5	Summarize the DoD contracting mission.			
6	Outline the variety of customer mission areas and the corresponding market segments that contacting professionals support.			
7	Compare and contrast the differences and relationships of the acquisition, technology and logistics missions.			
8	Summarize the effect of events described in "Workforce 2005" on the contracting community.			
9	Generalize the business and technical competencies required for the contracting workforce series.			
10	Describe DAWIA certification and continuous learning requirements.			

CON 100	Competency	Yes	No	Work Description/Justification
11	Explain individual development plan (IDP) requirements and training opportunities.			
12	Distinguish among the functional areas team members and their roles in differing missions.			
13	Explain potential impacts of functional team members' actions within the team.			
14	Discuss contracting professionals added value as result of understanding requirements.			
15	Describe the key characteristics of how the Government conducts business with the private sector and how those characteristics have evolved over time.			
16	Compare and contrast adversarial and collaborative business relationships.			
17	Explain the unique role of federal contracting professionals in supporting the development of smart business arrangements.			
18	Define the missions of the General Accounting Office and the Department of Defense Inspector General.			
19	Describe the impact of the General Accounting Office and Department of Defense Inspector General on the acquisition process.			

CON 100	Competency	Yes	No	Work Description/Justification
20	Explain the importance of addressing General Accounting Office and Department of Defense Inspector General recommendations.			
21	Explain standards of conduct and ethical principles that apply to procurement decisions.			
22	Recognize actions to avoid fraud, waste and abuse.			
23	Describe senior leaderships' vision and focus for the acquisition, technology and logistics mission and workforce.			
24	Explain the overarching principles defining and guiding the DoD approach to doing business as government contracting professionals.			
25	Determine how you might play in achieving those goals.			
26	Outline the general business attributes needed for the business advisor.			
27	Describe the types of business advice, and their financial implications, needed to determine the most appropriate business arrangements.			
28	Describe some business arrangements that motivate suppliers.			
29	Identify monetary and non-monetary motivators.			
30	Explain the differences in influences affecting contractor versus Government acquisition professionals.			
31	Determine the economic role contractors play in government acquisitions.			

CON 100	Competency	Yes	No	Work Description/Justification
32	Outline the win-win outcome and its benefits to both government and contractor.			
33	Explain the different types of appropriations including their purpose and time period in which funds must be obligated.			
34	Describe the different situations in which Anti-Deficiency Act would apply.			
35	Outline the mission and functions of the government financial community.			
36	Discuss the business process interfaces and interdependence between the acquisition and financial functions in the federal government (or DoD).			
37	Explain how smart business arrangements reflect consideration of the total cost of doing business from the buyer and seller perspective.			
38	Describe the preferred approach to meet customer needs using commercial off-the-shelf items.			
39	Recognize the benefits and challenges of procuring commercial off-the-shelf items, modified commercial items, nondevelopmental items and government unique items.			
40	Identify market research, benefits and uses.			

CON 100	Competency	Yes	No	Work Description/Justification
41	Define the following terms: • Federal Business Opportunities (FedBizOpps) • DoD Business Opportunities (DoDBusOpps) • Central Contractor Registration (CCR) • DoD Electronic Mall (EMALL) • DoD Past Performance Information Retrieval System (PPIRS) • Standard Procurement System (SPS) • DFAS Corporate Information Infrastructure (DCII)			
42	Discuss the role and function of e-business integrated systems.			
43	Discuss the benefits and challenges of technology in supporting business functions.			
44	Explain the end to end process model.			
45	Recognize the impact of using inaccurate data in support of business processes.			
46	Discuss the current initiatives and barriers regarding the use of information technology.			
47	Explain the concepts of: Award Term Contracting, Price-Based Acquisition, Reverse Auctioning, Intellectual Property, Government Furnished Property, Total Ownership Costs and Risk/Tradeoffs.			

CON 100	Competency	Yes	No	Work Description/Justification
48	Discuss acquisition initiatives such as: Performance based Acquisition, Business Case Development, interoperability and Spiral Development.			
49	Describe public Policy using examples, such as Section 803 of the FY 2002 Defense Authorization Act, and provide examples of pending changes.			
50	Define the Contracting career field opportunities available intra and interagencies.			
51	Summarize other career opportunities in the acquisition arena (Program Manager, Quality Assurance Specialist, Logistician, FAR/DAR Council representatives, etc.)			
52	Discuss the advantages of rotational assignments.			
53	Interpret personality types to improve leadership and team development.			
54	Explain the impact of personality types on interpersonal communication and team dynamics.			
55	Discuss the characteristics of effective communication.			
56	Discuss how to apply team-building processes to develop and maintain an effective team.			
57	Describe the characteristics of high performing teams and the processes used to develop such teams.			
58	Explain the generic problem-solving model.			

CON 100	Competency	Yes	No	Work Description/Justification

59	Describe procedures for business alternatives such as:
	• Government Inventory
	• Economy Act
	• Purchase Card
	• Request for Quotation/Purchase Order
	• Sealed Bidding
	• Contracting by Negotiation
	• Indefinite Delivery Type Contracts
	• Ordering Instruments and Procedures
	   1. Federal Supply Schedules
	   2. Multiple Award Contracts
	   3. Multi-Agency Contracts
	   4. Government Wide Acquisition Contracts
	   5. Agreements			

60	Outline the business considerations for using the defined business alternatives and ordering instruments.			
61	Describe the roles/responsibilities of the contracting professional, as well as the rules and strategies that apply to their work environment.			
62	Distinguish among the contracting business decisions that are required in the planning stages of the procurement and the implications for the acquisition team members in this process.			

CON 100	Competency	Yes	No	Work Description/Justification
63	Distinguish among the contracting business decisions required from solicitation to award of the procurement and the implications for the acquisition team members in this process.			
64	Distinguish among the contracting business decisions required after award of the procurement and the implications for the acquisition team members in this process.			
65	Discuss the shift to knowledge work and workers in our society.			
66	Discuss on-line resources and e-performance support tools available to the acquisition, technology and logistics workforce.			
67	Outline continuous learning opportunities available to the acquisition, technology and logistics workforce.			
68	Discuss lessons learned and best practices regarding use of e-performance support tools and e-learning.			
69	Describe Communities of Practice (COP) and how they relate to the acquisition process.			